

## Instructions for A.R.S. 15-915 Requests

1. Write a letter on district or charter letterhead requesting a correction pursuant to A.R.S. 15-915 to ADM, transportation, audit reimbursement, or corrections to budget capacity. Other Data Change Requests that may not effect State Aid or Budget Capacity is tracked in the same way. Please clearly state any other issues in a subject line. I.E. AYP changes

The letter must include the following

- a. Date letter written
- b. LEA name and CTDS number
- c. Fiscal Year for Reason and a brief description for the request
- d. Details on the issue. This may included any documentation to support the request
- e. Contact name, telephone number with area code and extension, *Plus* an email address

\*It will also assist ADE in contacting you if the educational directory is up-to-date with your contact information. To verify contact information please use our web site <http://www.ade.az.gov/edd> . Please have your Business Manager or above contact the support center at 602-542-7378 to update your contact information and common logon LEA profile information.\*

2. Mail the letter to the following:

Philip Williams  
Deputy Assoc. Superintendent of School Finance  
ADE – School Finance  
1535 W Jefferson St Bin #13  
Phoenix, AZ 85007

**OR**

Fax to 602-542-3099

3. Once the letter is received by School Finance it will be logged for tracking purposes. The file will then be forwarded onto the appropriate team to research the issue. Please include your email address if you wish to receive a receipt upon your request being received.

NOTE: Please be aware that we process all 15-915 requests in the order received. Due to the amount of time it takes to research past issues we can not give an estimate on when any submitted Data Change Request will be complete. When the request has been reviewed, a team member will contact you with any questions or answers to the request. In addition, no board approval is required to submit a 915 request. Your patience in advance is appreciated.